



# **MSAA – Alternate Assessment**

## **English Language Arts (ELA) and Math**

### **South Dakota Science-Alt**

2018

# Welcome

This training will provide Test Administrators (TAs) and Test Coordinators (TC) an overview of the administration of the MSAA and SDSA-Alt. The primary focus will be on

- providing the roles and responsibilities of the TA,
- sharing important resources, including assessment documents, and
- reviewing the steps needed to access and administer the MSAA.

- Restrooms
- Breaks
- Cell Phones
- Questions



# Housekeeping

# Agenda

- MSAA Overview
- Important Documents
- Training Requirements and Responsibilities of the Test Administrator (TA) and Coordinators (TC)
- Technology Requirements
- Features of the MSAA System
- Before Testing
- Administer and Navigate the Test
- After Testing
- Other Supports and Test Procedures
- South Dakota Science Assessment – Alternate (SDSA-ALT)

# Introductions

- Name
- Role
- Years experience with administering the alternate assessment





# Purpose of the MSAA and SDSA- Alt

- Ensure that all students are able to participate in an assessment that is a measure of what they know and can do in relation to the grade-level State Content Standards.
- Ensure students with significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school prepared for post-secondary options.
- Meet requirements of the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), which require the participation of all students in assessments designed to measure student knowledge and ability on grade-level content standards.

# Purpose of the MSAA and SDSA- Alt (cont.)

- Meet requirements of the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), which require the participation of all students in assessments designed to measure student knowledge and ability on grade-level content standards.

[illegible]



# Student Participation Criteria

Students who have been determined eligible by their IEP team for participation in in the MSAA /SDSA-Alt Test.

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability.	<p>Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior.*</p> <p>*Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.</p>
2. The student is learning content linked to grade-level content standards.	<p>Goals and instruction listed in the IEP for this student are linked to the enrolled grade-level content standards and address knowledge and skills that are appropriate and challenging for this student.</p>
3. The student requires extensive, direct individualized instruction and substantial supports to achieve measureable gains in a grade- and age-appropriate curriculum.	<p>The student (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature, and (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.</p>

# It is not based on...

- A disability category or label
- Expected poor performance on the general education assessment
- Administrator decision
- Need for accommodations (e.g., assistive technology/AAC) to participate in assessment process)
- Anticipated disruptive behavior
- Impact of student scores on accountability system
- Low reading level/achievement level
- Poor attendance or extended absences
- Native language/social/cultural or economic difference
- Academic and other services student receives
- Educational environment or instructional setting
- Percent of time receiving special education services
- English Language Learner (ELL) status
- Anticipated emotional duress



# MSAA Accommodations

- Assistive Technology
- Paper Version
- Scribe
- Sign Language
- Large Print
- Braille

## Accommodations and Modifications

Accommodations/Modifications/Supplementary Aides and Services	Frequency	Location	Duration
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## State Assessment Accommodations

### Smarter Balanced ELA (Gr 3-8 & 11):


Test:


### Smarter Balanced Math (Gr 3-8 & 11):


Test:


### Dakota STEP Science (Gr 5, 8 & 11):


Test:


\* MSAA (ELA and Math) Assessment and South Dakota Science Alternate (SDS-A)  
Accommodations for both instruction and assessment must be documented.

Must be written into the IEP on the  
Instructional And Statewide Section

If yes, student will take the alternate assessment,  
 Staff notify the campus person  
 Campus person will go to the enrollment tab  
 Check the box "Participate in the Alt Assessment"

Summary | **Enrollments** | Flags | Assessment | Behavior | Graduation | Records Transfer

Save | Delete | Print Enrollment History | New

☐ Title 1 Reading    ☐ Title 1 Supporting Guidance    ☐ Title 1 Social Science    ☐ Title 1 Science  
☐ Title 1 Vocational    ☐ Title 1 Health/Dental/Eye Care    ☐ Title 1 Math

**Special Ed Fields**

* Effective Date 08/24/2017	Special Ed Program ▼	Special Ed Category ▼
	Primary Disability ▼	Multiple Disability 1 ▼
	Multiple Disability 2 ▼	Multiple Disability 3 ▼
	Multiple Disability 4 ▼	Multiple Disability 5 ▼
	▼	

Social Work Service Hours  
 Transportation  
 ASD Severity Behaviors Level ▼

Recreational Therapy Hours  
 Speech/Language Therapy Hours  
 Orientation Mobility Hours  
 Other Service Hours  
 Assistive Technology  
 ASD Severity Communication Level ▼

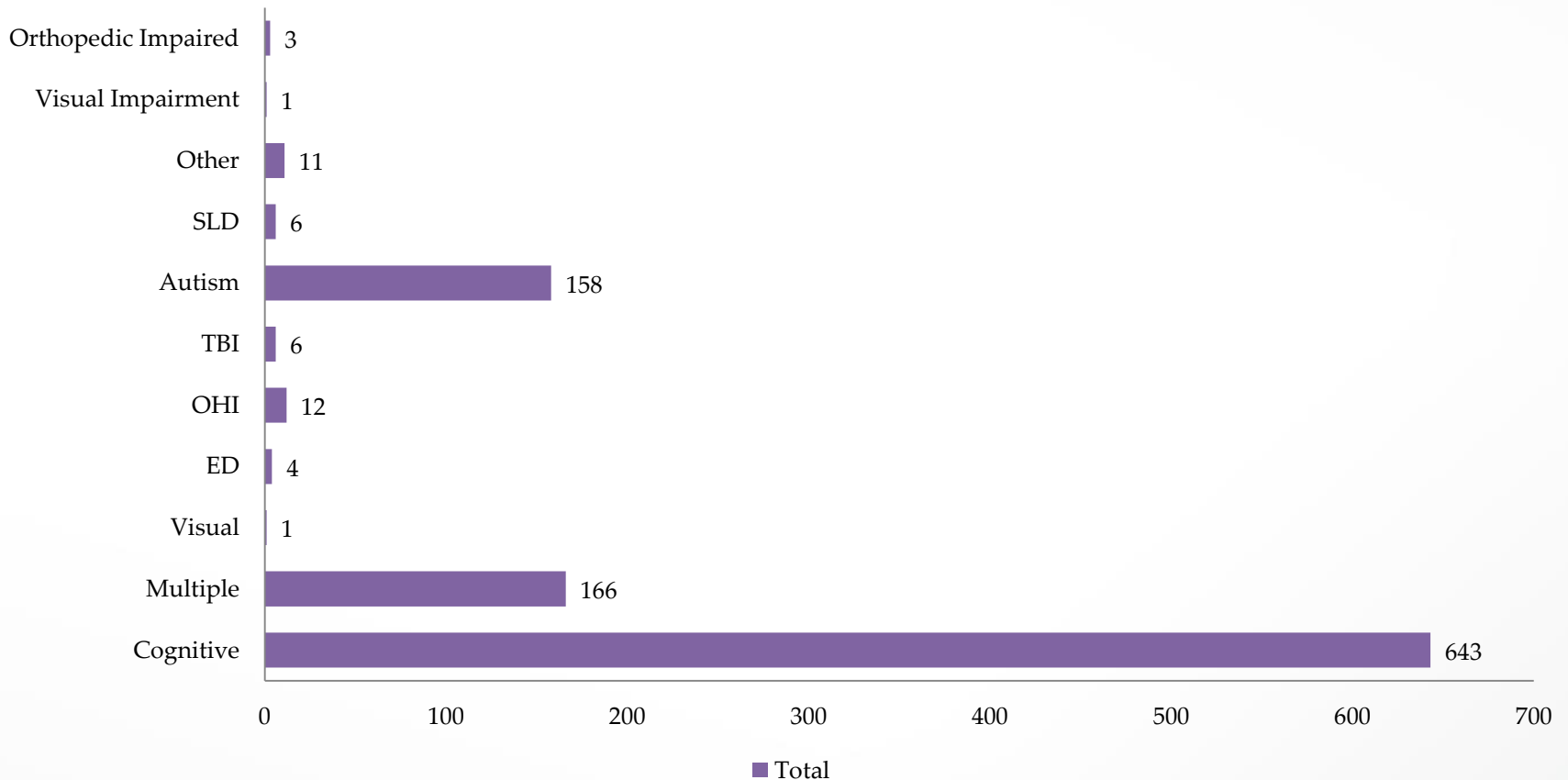
Audiological Services Hours  
 School Health Services Hours  
 Counseling Services Hours  
☒ Participates in Alt. Assessment

Used for the Assessment Pull

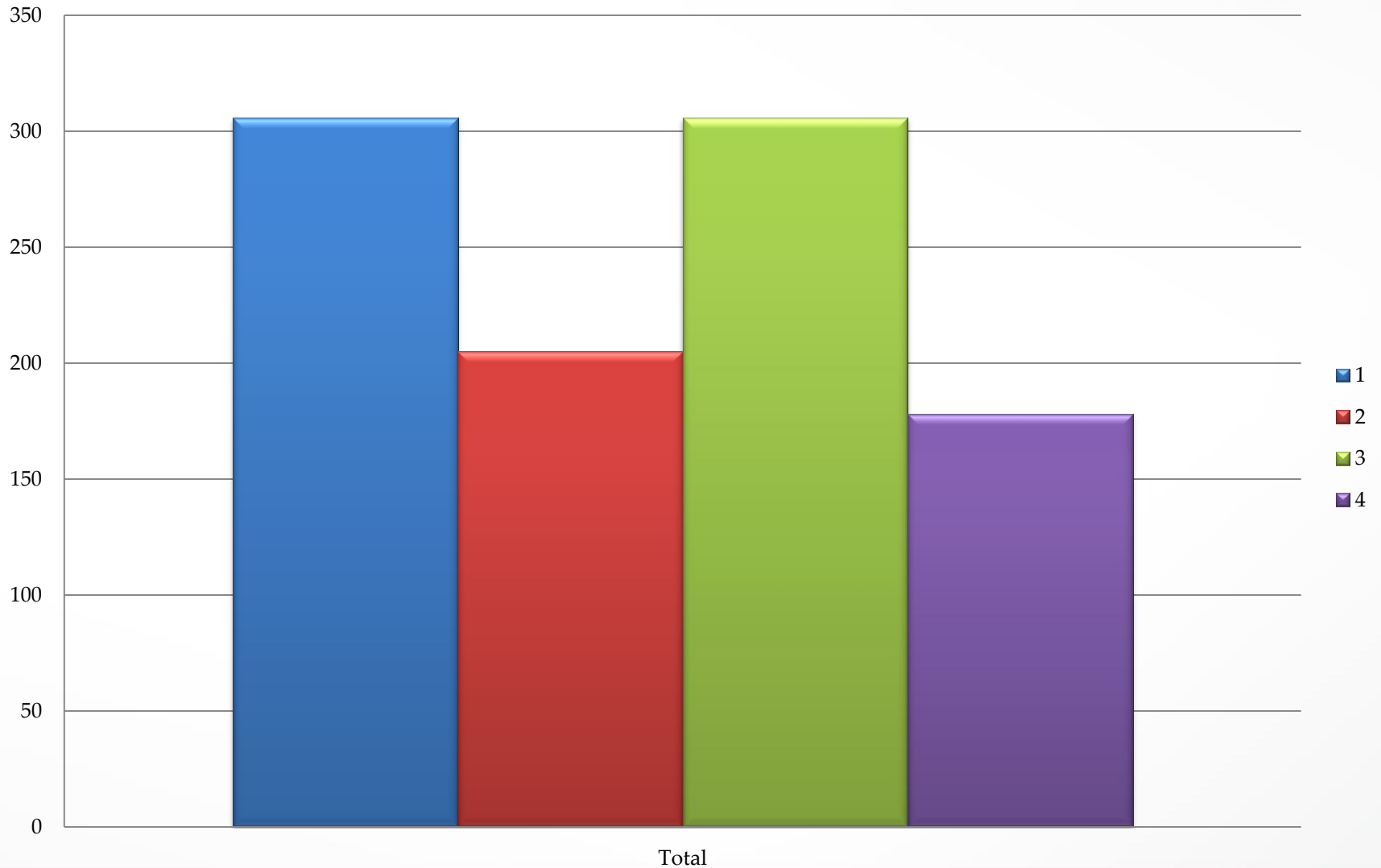


# LEARNER CHARACTERISTIC

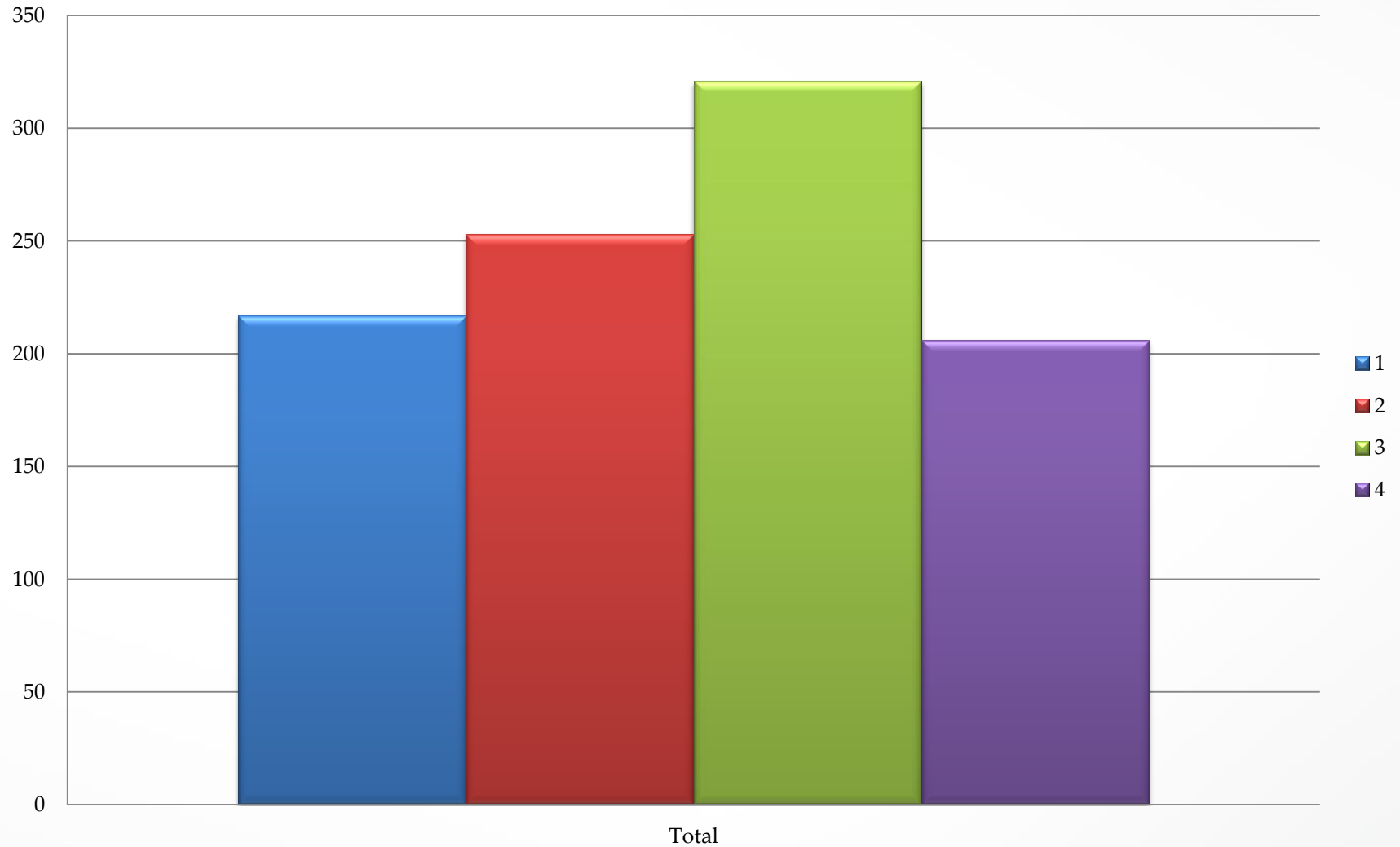
# Disability Category



## ELA Performance Level on 2017 MSAA

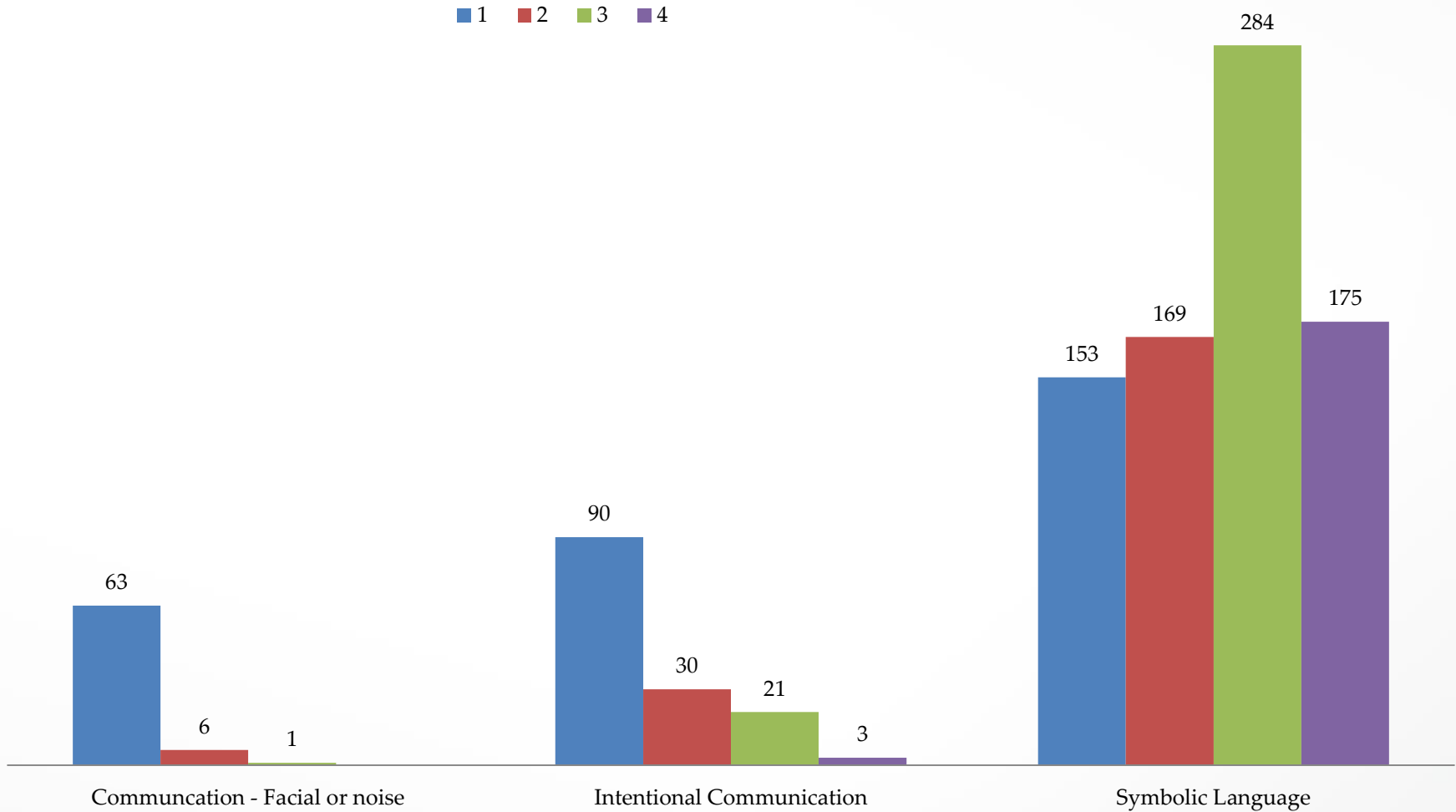


## Math Performance Level on 2017 MSAA

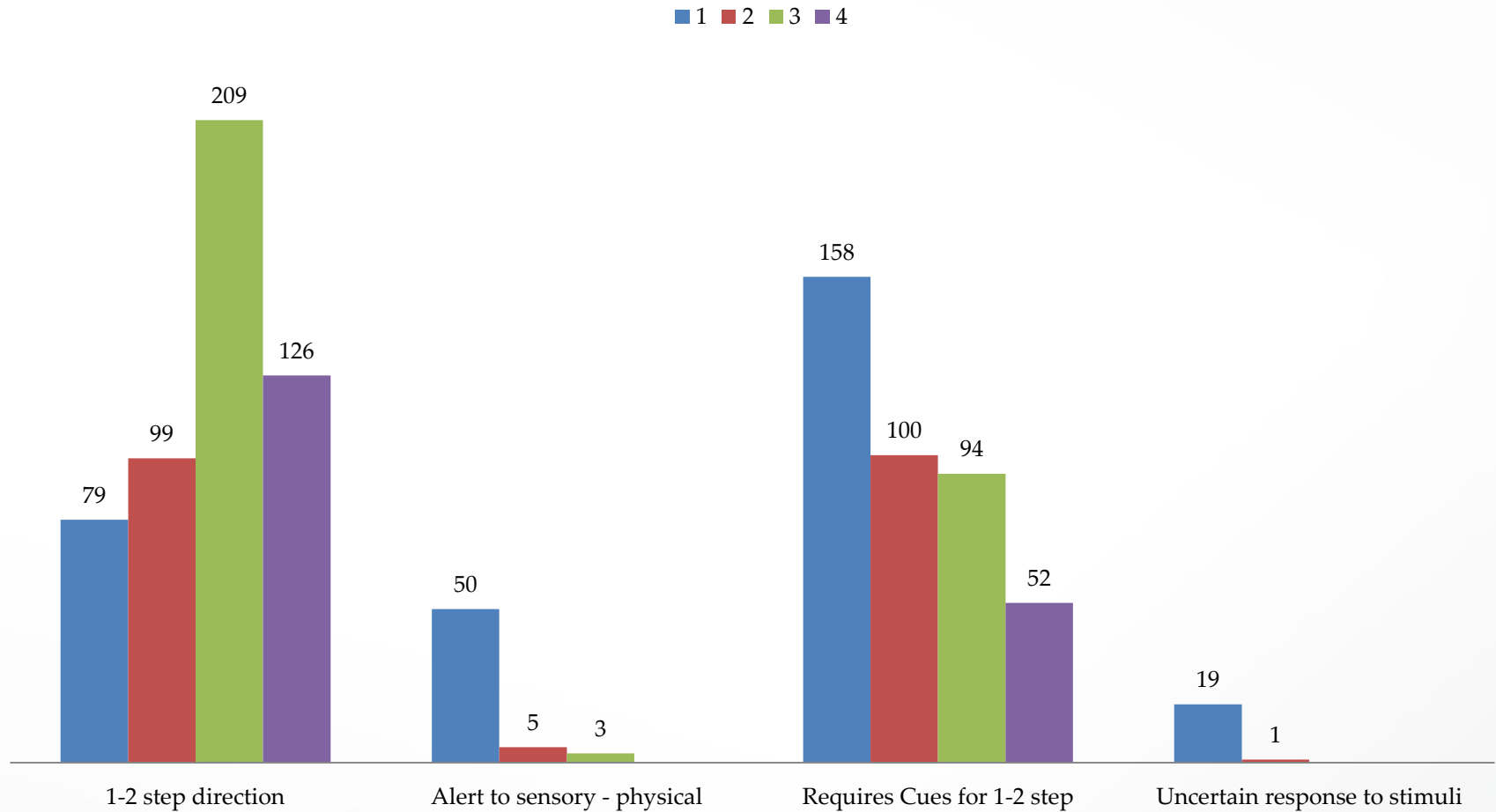




## Expressive Communication and Performance



## Receptive Language and Performance





MSAA and SDSA-ALT

# **ALTERNATE ASSESSMENT OVERVIEW**

# Overview of the Test

- Assesses two content areas
  - English Language Arts (ELA)
    - Reading
    - Writing
  - Mathematics
- Aligned to State Content Standards and MSAA Core Content Connectors (CCCs)
- Grades 3-8 and grade 11 (once in high school)



# Overview of the Test (cont.)

- One-to-one test administration
- Administered by a trained Test Administrator
- Formats (same assessment; the format is determined by what is appropriate for student)
  - Computer based format
  - Paper based format (downloaded from platform)
    - Test administrator enters student responses in online platform



# Acronym Activity



# Types of Administration:

1. Computer, laptop, or tablet administration



2. Paper Version administration
3. Hybrid administration (some computer, some paper)

**NOTE:** *Students benefiting from the Paper or Hybrid administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*



# MSAA Item Types

- Selected-Response: ELA and Mathematics
- Constructed-Response: Mathematics
- Writing Prompt: ELA –
  - Sentence Starters
  - Blank Template

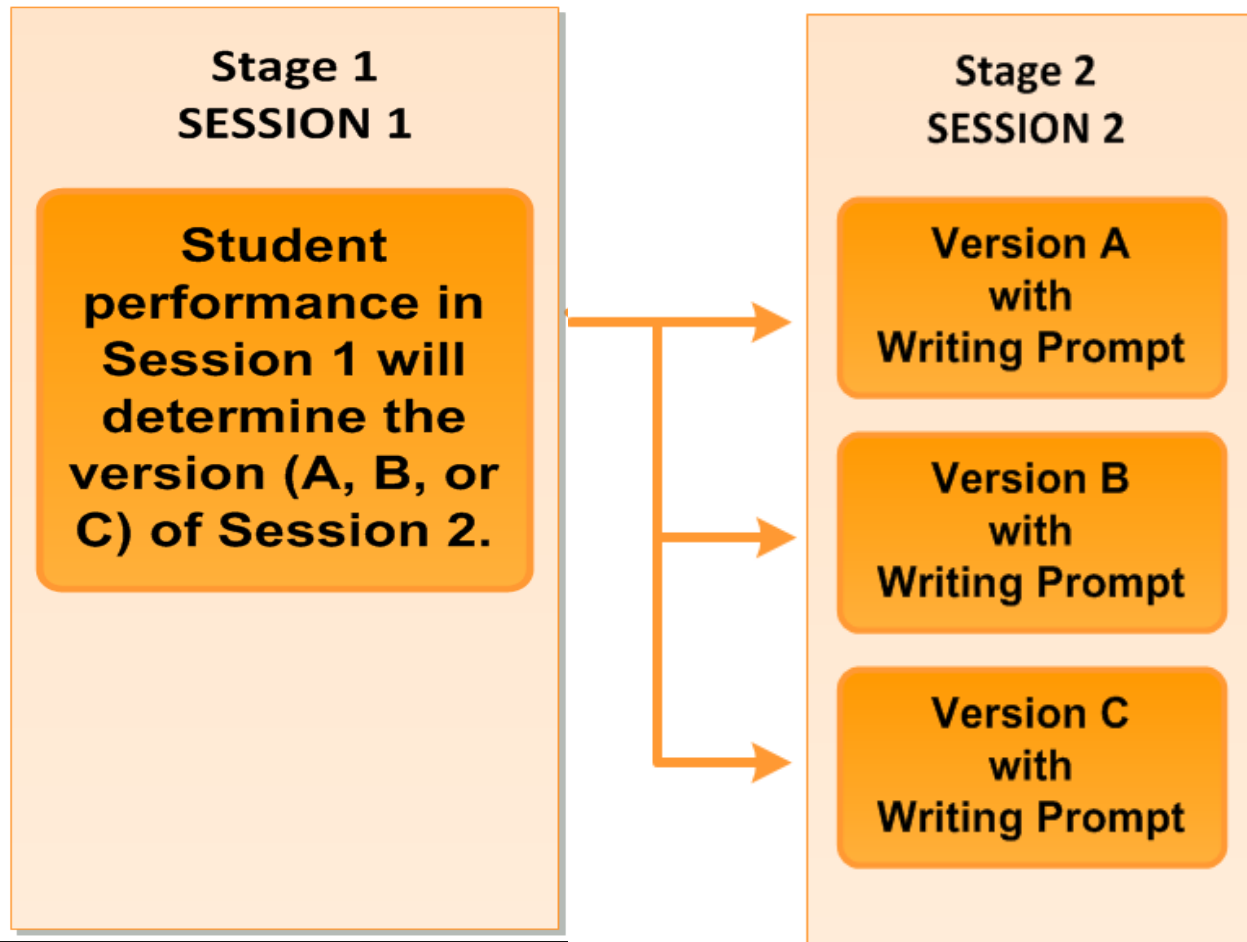




# Stage Adaptive Design – Year 2

- MSAA provides students a test experience that assigns the second session of the assessment based on how the student responds to items in the first session.
- The versions in the second session vary by difficulty/complexity level. Each student will only take the Session 2 version (A, B, or C) that is assigned to him/her.

# MSAA ELA and Math Stage Adaptive Design (All Grades)





# TEST ADMINISTRATION

- **MSAA State Coordinators** page contains state contact information and links.
- **South Dakota's State Specific Policy Documents** can be located via the state link under *Test Administration*.

## State MSAA Coordinators

Melissa Flor

[Melissa.Flor@state.sd.us](mailto:Melissa.Flor@state.sd.us)

605-773-6119

# MSAA Technical Support

- Refer to the **MSAA Technical Support** document for support guidelines and contact information.

## MSAA Technical Support

**MSAA Service Center** Phone: (866) 834-8879 E-mail: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 7 am–8 pm ET (5pm PT), Monday–Friday during the registration, administration, and reporting windows. Outside these specified windows, the Service Center is available 8 am–5 pm ET (3 pm PT) to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.

### Test Administrators: Contact your Test Coordinator when...

**You have “How do I...?” questions** and you can’t find the answer in the Test Administration Manual (TAM), User Guides, or Technology Requirements (linked at the bottom of the [MSAA Dashboard](#)).

For example, you need to:

- Change a student’s demographic information
- Close a test
- Order paper materials

**You do not have a user account.**

For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.

- The wrong name is associated with your email address

**You do not have the necessary MSAA System permissions to make your requested change.**

For example:

- You need to be assigned to a different (or additional) school or district
- You need to make a Test Grade Change

### Test Administrators and Test Coordinators: Contact the MSAA Service Center when...

**You have “How do I...?” questions** and you can’t find the answer in the TAM, User Guides, or Technology Requirements (linked at the bottom of the [MSAA Dashboard](#)), such as:

- You have trouble logging in (and have a user account)
- Your TA has passed the final quiz (≥80%) but cannot access student test materials
- You are a TC with questions about making changes to TAs in your district(s)
- You need to open a locked test
- A student’s grade level is incorrect

**You encounter an error or unusual behavior in the MSAA Online Assessment System with:**

- User accounts
- Accessing tests assigned to a student
- Incorrect or missing student information
- Access to the MSAA Test Administration Training for TAs and TCs
- Converting a PDF file to JPEG format for the writing prompts
- Accessing assessment features or a paper accommodation

**When contacting the MSAA Service Center**, please be prepared to provide as much information as possible about the issue and the system in which it occurred. Include the following:

1. Your **contact information** (name, school/district, school, phone number, and email address)
2. **Student name**, if applicable, and student ID number when calling (Do not provide student information (name) when e-mailing an inquiry)
3. Any **error messages** that appeared
4. **Operating system and browser information**

### Test Coordinators: Contact your State MSAA Coordinator when...

**You do not have the necessary MSAA System permissions to make your requested change.** For example,

- You need to be assigned to a different (or additional) school or district
- You do not have visibility to the appropriate Orgs (Districts/Schools)
- A new student joins your school and needs to be added to the system
- The wrong name is associated with your e-mail address
- A test grade change occurs and a student needs a new test assignment

**You have test administration or policy questions regarding:**

- Scoring procedures for constructed-response items
- Recording student responses into the MSAA Online Assessment System
- Clarifying requirements of various item types
- Clarifying administration requirements
- Describing how to access assessment features or accommodations

# Important Dates and Milestones

## Important Dates

Test Administration Window	
Action	Date(s)
MSAA Administration Window Opens	March 19, 2018 at 8:00 am ET
Last Day to Submit Requests <ul style="list-style-type: none"> <li>• Grade Reassignments</li> <li>• Reopen Closed Tests</li> </ul>	May 1, 2018
End of Test Survey (EOTS) <i>Complete one EOTS <u>after</u> both Content Area Tests are submitted and/or closed for <u>all</u> Students listed under the TA's Students tab.</i>	March 19–May 4, 2018
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm Eastern Time.</i>	May 4, 2018 at 8:00 pm ET

## Shipping and Returning of Directions for Test Administration Window (MD & USVI Only)

Information regarding the following actions is posted in the MSAA Online Assessment System at <http://www.msaaassessment.org/> under the location listed below.

Action	Location	Date(s)
Print Materials Arrive in State	Order Materials Tab	MD – March 5, 2018 USVI – March 12, 2018
Additional Materials Window (DTAs Only)	Order Materials Tab	March 5 – April 30, 2018
Return Shipments: One-Day Pickup	Order Materials Tab	May 11, 2018

## Training and Test Administration Documents Posted

All resources are posted in the MSAA Online Assessment System at <http://www.msaaassessment.org/> under the locations listed below.

Training and Test Administration Documents	Location
State-Specific Policy Documents	Resources
Test Administration Manual (TAM)	Resources
Test Coordinator User Guide	Resources
Test Administrator User Guide	Resources
NEW Test Administration Best Practice Videos	Resources
Test Administrator and Test Coordinator Training Modules and Final Quiz (Available March 5, 2018)	Test Administration Training Tab
Sample Items	Sample Items Tab
Directions for Test Administration (DTA) for ELA and Mathematics	Action Button in Students



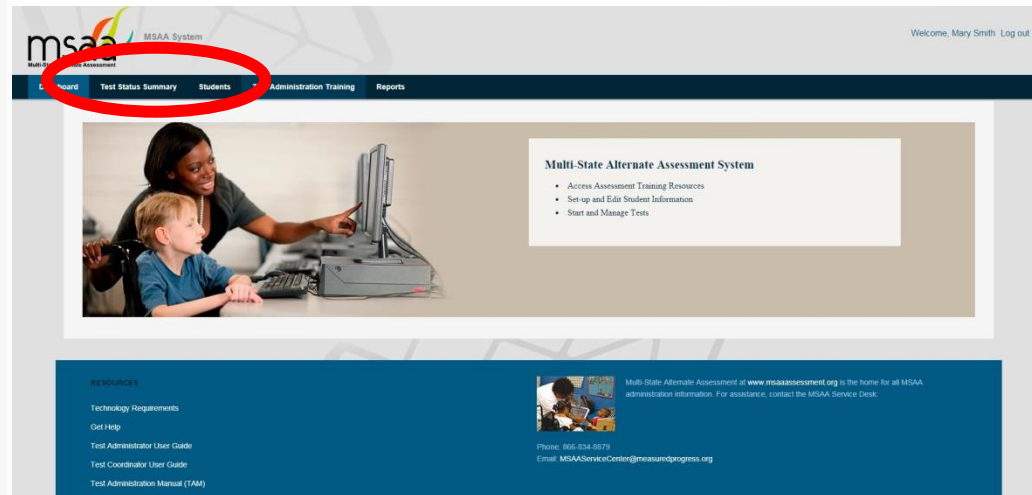
# DOCUMENTS



# MSAA System User Guide for Test Administrators

## MSAA System User Guide for Test Administrators

Prepared for:





# Directions for Test Administration (DTAs)



**Multi-State Alternate Assessment**

**Directions for Test Administration  
Mathematics  
Grade 3 Sample Items**



**Multi-State Alternate Assessment**

**Directions for Test Administration  
English Language Arts- Reading  
Grade 8 Sample Items**



# **TESTING COORDINATOR AND ADMINISTRATOR REQUIREMENTS**

# Who Is Responsible?

## Test Coordinator

Provides oversight and ensures assessment is administered as intended.

- Share with special education criteria and assessment dates
- Pre-Assessment Modules **(March 5)**
- **Ensure MSAA is administered securely and appropriately.**
- Pull reports from MSAA site when notified.

## Test Administer

Certified and licensed teacher who works with student

- Pre-Assessment Modules **(March 5)**
- Must pass with 80% accuracy
- Will work one on one with student to complete the assessment
- Complete assessment by May 4, 2018

# TC Training Modules

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Creating Users and Orgs
Module 6	Student Response Check and Early Stopping Rule



# WANTED

## Alternate Assessment District Testing Coordinator

State will contact the district in February to identify who will be the alternate assessment designated testing coordinator

- Special Education Director
- District Testing Coordinator
- Other

# Test Administrator Responsibilities

- Before:
  - Student Profile (i.e., Demographics, LCI, Accommodations SRC)
- During:
  - Test Security
  - DTA
  - Accommodations
- After Testing
  - Submit Test
  - Complete After Test Accommodations
  - Complete One End of Test Survey (ETS)
  - Shred testing materials

Before Test Administration					
Test Administrator Tasks					TAM Page
<b>Activate TA account.</b> <i>TAs receive an auto-generated login user name and password from MSAAServiceCenter@measuredprogress.org. Open a web browser and enter TA's e-mail address, enter the password provided, and click "Log In." Refer to the section titled, "How to Access the MSAA Online Assessment System" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for directions on how to activate your TA account.</i>					N/A
<b>Consult district/school technology personnel (and the MSAA Service Center as needed) to:</b> <ul style="list-style-type: none"> <li>• Ensure that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing</li> <li>• Troubleshoot technology issues</li> </ul> <i>Refer to Appendix B, titled "Technology Requirements" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific information on supported browsers and operating systems.</i>					2
Review State-Specific Policy Links and Contact Information.					1
Download the documents needed for administration.					6
Sign and submit state-specific test security and confidentiality forms. <i>Refer to <a href="#">State-Specific Policy Information</a> and/or State MSAA Coordinator.</i>					1
Ensure that student meets state participation criteria and IEP team decision has been documented for Grade 3 students, new students, and/or transfer students.					1, 7
Complete MSAA test administration training:					9
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Mo
Test Administrator Tasks					TAM Page
<b>Confirm the student demographic information and complete the following forms:</b> <ul style="list-style-type: none"> <li>• <a href="#">Learner Characteristics Inventory (LCI)*</a></li> <li>• <a href="#">Accommodations: Before Test*</a></li> <li>• <a href="#">Student Response Check (SRC)*</a></li> </ul> <i>*These tabs are located in the student's profile area in the MSAA Online Assessment System. Refer to the section titled "Before Testing" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for more information.</i>					6, 8, 24, 39-40
<b>Create a comfortable and secure testing environment.</b> <i>TAs must provide each student with an appropriate testing environment during every testing session. Optimal testing conditions must be provided for every student before and during the test administration.</i>					19, 25





# Who Can Be A TA?

- A certified and licensed educator familiar with the student, typically the student's teacher, who has completed the required MSAA Test Administration Training and the end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.
- A long-term substitute who is a certified and licensed educator, has completed the required MSAA Test Administration Training and end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.

# TA- Training Requirements

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Accessibility Features and Accommodations
Module 6	Student Response Check and Early Stopping Rule





# TECHNOLOGY REQUIREMENTS

# Tablets & Devices

- Supported Tablets & Devices

Device	Version
Windows Computer	Windows 7, 8, 8.1 and 10
Mac (Apple OS X) Computer	10.7 (Lion), - 10.11 (El Capitan)
iPad Mini	iOS 8.4
iPad 2	iOS 9.3.4
Windows Surface	Windows RT 8.1
Chromebook	Chrome OS 49.2623.95

- Compatibility with interactive whiteboards

# Browser

- Supported browser versions

	Browser	Version
1	Chrome	26 and above
2	Firefox	24 and above
3	Internet Explorer	IE11 and above

- The browser must
  - support cookies.
  - have JavaScript enabled.

**IMPORTANT:** Windows does not provide security updates below IE11. Using a lower version is a security risk.

# Operating System

- The following operating systems are supported:

	Operating System	Version
1	Windows	Windows Vista SP2, Windows 7, Windows 8
2	Mac (Apple OS X)	10.7 – 10.11 (El Capitan)



# FEATURES OF THE MSAA SYSTEM

# Built-In Supports

- Entire test can be read aloud
- Use of Manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Common geometric shapes and smaller numbers in math test

# Features a Test Administrator Can Enable on the Computer

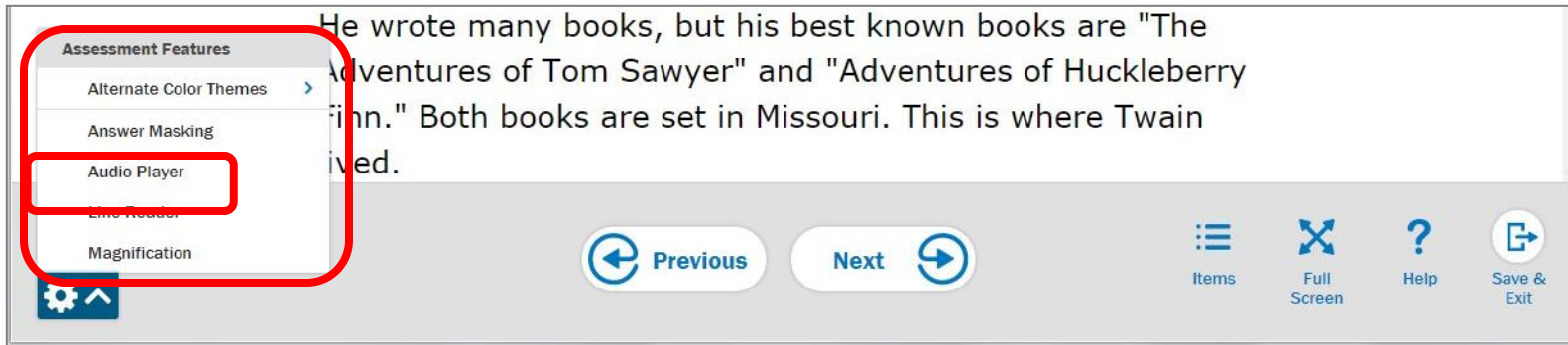
## Appendix A: Accessibility

The following table summarizes available assessment features and the means to provide the feature to the student.

Feature	Embedded in NCSC Assessment System	Browser	Operating System	TA
<b>Answer Masking</b> NCSC Assessment System supports answer masking. Answer masking allows students/TAs to electronically cover and reveal individual answer options as needed	✓			✓ (for paper version)
<b>Audio Player</b> - Text is read aloud digitally to the student. The Audio player tool reads each line automatically but can be paused, resumed and made to repeat segments.	✓			
<b>Background/Font Color</b> (Color Contrast) The student or TA changes the onscreen background and/or font color based on need or preference.	✓		✓	
<b>Increase Size of Text and Graphics</b> Computers provide a zoom in or zoom out function. Projection systems or video magnifiers may be used to increase size based on individual student needs.		✓	✓	
<b>Increase Volume</b> Computers allow the user to adjust the volume on its speakers		✓	✓	

Feature	Embedded in NCSC Assessment System	Browser	Operating System	TA
<b>Line Reader Tool</b> NCSC Assessment System supports Line Reader. The entire item is shaded to allow focused attention to one or a few lines at a time.	✓			
<b>Magnification</b> – being developed in NCSC Assessment system (TBD)	✓			
<b>Read Aloud and Reread Item Directions, Response Options, Passage</b> The TA may read the directions, response options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.				✓

# Activating Features in the MSAA System



The screenshot displays the MSAA system interface. On the left, a sidebar menu titled "Assessment Features" is visible, with a red box highlighting the "Audio Player" option. The main content area shows a text passage about Mark Twain's books. At the bottom, there is a navigation bar with "Previous" and "Next" buttons, and a right sidebar with icons for "Items", "Full Screen", "Help", and "Save & Exit".

Assessment Features

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader
- Magnification

He wrote many books, but his best known books are "The Adventures of Tom Sawyer" and "Adventures of Huckleberry Finn." Both books are set in Missouri. This is where Twain lived.


Previous Next


Items Full Screen Help Save & Exit




# Answer Masking Assessment Feature

How many dollars did Connie earn by washing 3 cars?

☐ \$10  Hide

 Show

 Show

## Sample Items

Sample Math Items - Gr6 / Section 1 / Item 2 of 3



 Previous

Next 

 Bookmark

 Items

 Full  
Screen

 Help

 Save &  
Exit

# Background/Font Color (Color Contrast) Assessment Feature



# Line Reader Assessment Feature

This item is about solving a problem using a ratio.

June learned 6 new vocabulary words for every chapter she read. This is a ratio of 6 to 1.

6 : 1

June learned 60 new vocabulary words.

How many chapters did June have to read to learn 60 new vocabulary words?

☐ 3 chapters

☐ 6 chapters

☐ 10 chapters

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next



Bookmark



Items



Full  
Screen



Help



Save &  
Exit

# Magnification Assessment Feature

How many chapters did June have to read to learn 60 new vocabulary words?

## Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next



Bookmark



Items



Full  
Screen



Help



Save &  
Exit



# Read Aloud Assessment Feature

**Read Aloud and Reread Item Directions, Response Options, Passage** The TA may read the directions, response options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.

# Accommodations

- Accommodations are changes in the materials or procedures of the assessment that do not alter what is being measured.



**NOTE:** Accommodations **must** be included in the students' IEP.

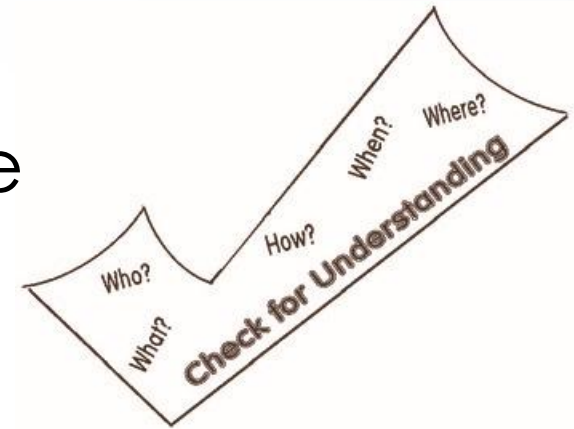


# Allowable Accommodations

- Assistive Technology
- Paper Version of Test
- Scribe
- Sign Language
- Large Print
- Braille



- When do the training modules become available?
- How can the ELA and Math be administer?
- If your student will use an accessibility feature, which ones?
- Who is the MSAA for?



Share with your group one thing you will do when return to school.





I am in the online system, now what?

# MSAA PLATFORM

# Where to start

## Receiving your welcome email

When a new user account is created in the MSAA Online Assessment System, the user will receive an automated welcome email from [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org) (as seen below) that contains a temporary URL.

**From:** [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)  
**Subject:** Important Information from the MSAA System

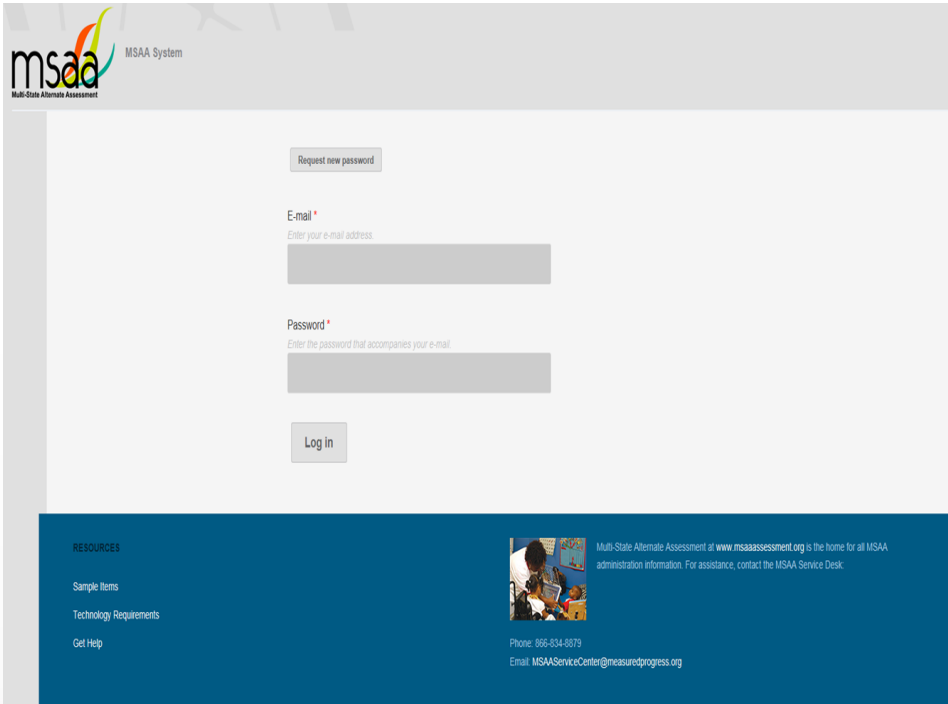
Click the link in the welcome email to gain access to the MSAA Online Assessment System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can **only be used once**.



**NOTE:** Add “MSAAServiceCenter@measuredprogress.org” to your district’s filter safe list.

# Access the MSAA System

- Once the TAs user account is created and a password is created, access the MSAA System by using the URL <https://www.msaaassessment.org>

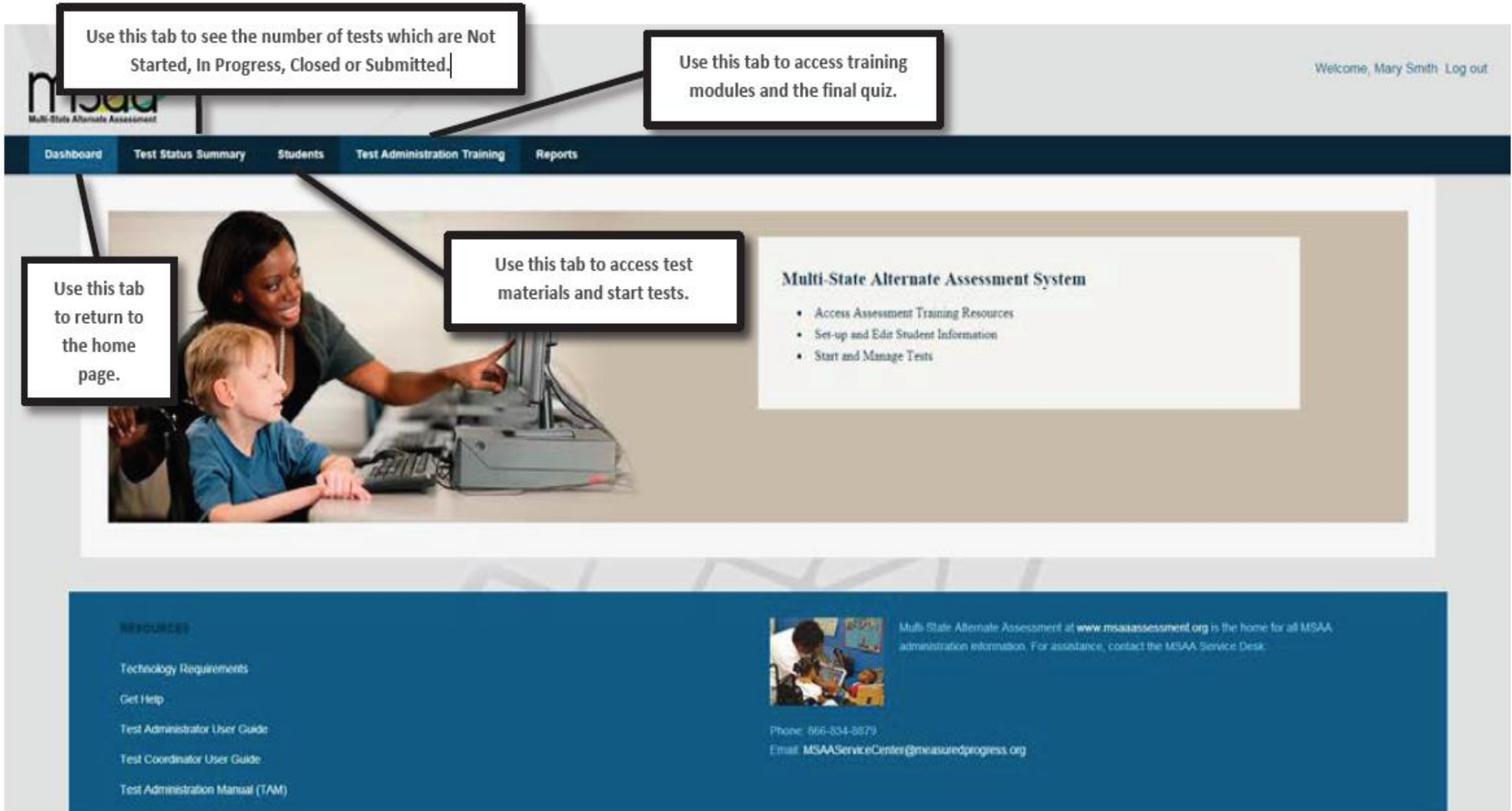


The screenshot shows the MSAA System login page. At the top left is the MSAA logo with the text "MSAA System" and "Multi-State Alternate Assessment". Below the logo is a "Request new password" button. Underneath is the "E-mail" field with a red asterisk and the instruction "Enter your e-mail address." followed by a text input box. Below that is the "Password" field with a red asterisk and the instruction "Enter the password that accompanies your e-mail" followed by a text input box. At the bottom of the login area is a "Log in" button. The footer is a dark blue bar containing a "RESOURCES" section with links for "Sample Items", "Technology Requirements", and "Get Help". To the right of these links is a small image of a person working at a computer, followed by text stating: "Multi-State Alternate Assessment at [www.msaaassessment.org](https://www.msaaassessment.org) is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk." Below this text are the phone number "Phone: 866-634-8079" and the email address "Email: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)".



**NOTE:** Book mark this page!

# Access the MSAA System-Dashboard



Use this tab to see the number of tests which are Not Started, In Progress, Closed or Submitted.

Use this tab to access training modules and the final quiz.

Welcome, Mary Smith Log out

Dashboard Test Status Summary Students Test Administration Training Reports

Use this tab to return to the home page.


Use this tab to access test materials and start tests.

### Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

**RESOURCES**

- Technology Requirements
- Get Help
- Test Administrator User Guide
- Test Coordinator User Guide
- Test Administration Manual (TAM)

 Multi-State Alternate Assessment at [www.msaaassessment.org](http://www.msaaassessment.org) is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

Phone: 606-334-3879  
Email: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

# Access the MSAA System- Test Status Summary

 MSAA System

Welcome, Mary Smith [Log out](#)

[Dashboard](#) [Test Status Summary](#) [Students](#) [Test Administration Training](#) [Reports](#)



## Multi-State Alternate Assessment System

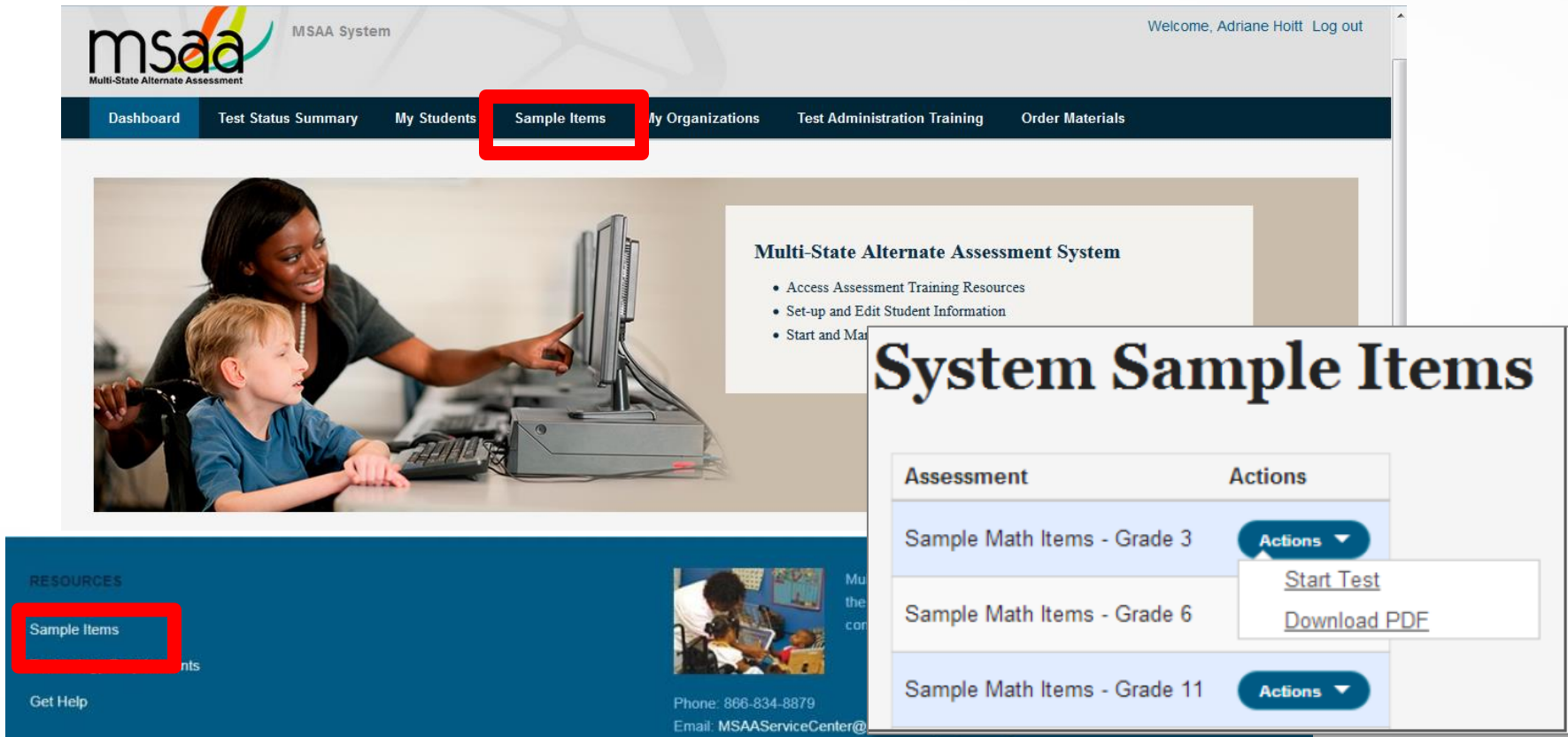
- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

# Access the MSAA System-Students

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
<a href="#">4</a>	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
<a href="#">4</a>	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
<a href="#">5</a>	NV10014	NVSchool	Student14 Test Grade 4	Math POC Stage Adaptive V3 10 03 2016 Form 1	In Progress with	Testing QA	Actions ▼



# Access the MSAA System- Sample Items



The screenshot displays the MSAA System interface. The top navigation bar includes the MSAA logo, the text 'MSAA System', and a user greeting 'Welcome, Adriane Hoitt' with a 'Log out' link. Below this is a dark blue menu bar with several options: 'Dashboard', 'Test Status Summary', 'My Students', 'Sample Items' (highlighted with a red box), 'My Organizations', 'Test Administration Training', and 'Order Materials'. The main content area features a large image of a teacher assisting a student with a computer. To the right of the image is a section titled 'Multi-State Alternate Assessment System' with a bulleted list of features: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Assessments'. Below the image is a 'RESOURCES' section with a 'Sample Items' link (highlighted with a red box) and a 'Get Help' link. On the right side, a 'System Sample Items' table is shown, listing sample math items for Grade 3, Grade 6, and Grade 11. Each item has an 'Actions' button, and a dropdown menu for the Grade 3 item shows 'Start Test' and 'Download PDF' links.

msaa Multi-State Alternate Assessment

MSAA System

Welcome, Adriane Hoitt Log out

Dashboard Test Status Summary My Students **Sample Items** My Organizations Test Administration Training Order Materials

**Multi-State Alternate Assessment System**

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Assessments

**System Sample Items**

Assessment	Actions
Sample Math Items - Grade 3	<b>Actions</b> ▼ <a href="#">Start Test</a> <a href="#">Download PDF</a>
Sample Math Items - Grade 6	
Sample Math Items - Grade 11	<b>Actions</b> ▼

**RESOURCES**

**Sample Items**

Get Help

Phone: 866-834-8879  
Email: MSAAServiceCenter@

# Tool Bar



- **Student Name**
- **Name of Test/Session/Current question # out of total # of questions.**
- **Previous** – moves back one screen.
- **Next**– moves forward one screen.
- **Read Again** – allows the passage/item to be read again.
- **Upload Evidence** – uploads images of student work for the writing prompt.
- **Bookmark** - marks an item to be reviewed at a later time.
- **Items** – provides a summary of the questions that have or have not been answered.
- **Full Screen** – provides full-screen mode for viewing the item.
- **Help** – provides MSAA Service Center phone number.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.
- **Assessment Features Menu** – access accessibility menu (e.g., line reader)





# Page Breaks

- Page breaks often split up the questions from the answers. Sometimes not all the choices are on one page.
- Solution?
  - Scroll back
  - Zoom (ctrl + or -)
  - Display the assessment on a promethium or smart board.
  - Smaller Navigation Bar
  - Horizontal display



# BEFORE TESTING

# Test Administration Training

✓ MSAA Test Administration Training for Test Administrators (Required to access the test materials)

**1**

**Module 1**

MSAA Overview

✓ Completed

**2**

**Module 2**

Test Design and Experience

✓ Completed

**3**

**Module 3**

Navigating the MSAA Online Assessment System

✓ Completed

**4**

**Module 4**

Completing the Student Information

☐ Pending

**5**

**Module 5**

Accessibility Features and Accommodations

**6**

**Module 6**

Student Response Check and Early Stopping Rule

**Must pass  
with 80%**



# Student Profile

- Demographic Information
- Learning Characteristic Inventory (LCI)
  - Educational
  - Communication
  - Linguistic
- Identify Accommodations
- Conduct Student Response Check (if applicable)

# Access Student Profile



MSAA System

Welcome, Mary Smith Log out

Dashboard Test Status Summary **Students** Test Administration Training Reports



## Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Student's school  
or classroom

Student's name  
and profile grade

Test Grade  
and Form

TA who has the test  
in its current status

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
<a href="#">4</a>	101010	BT Elementary School	Test qa Grade 5	AutoMathSATest Form 2	Paused by	BT QA (4)	<div>Menu of actions available for the test</div> <div>Actions ▾</div> <div><a href="#">Go to Student Profile</a></div> <div><a href="#">Start Test</a></div> <div><a href="#">Open Test in PDF</a></div> <div><a href="#">TA Directions</a></div>
<a href="#">4</a>	101010	BT Elementary School	Test qa Grade 5	ELA_Grade 3_Stage Adaptive_JK Form 1	Paused by	BT QA (4)	

# Student Demographic Information

<a href="#">Demographics</a>	<a href="#">LCI</a>	<a href="#">Accommodations: Before Test</a>	<a href="#">SRC</a>	<a href="#">Accommodations: After Test</a>
------------------------------	---------------------	---	---------------------	--

**Please contact your Test Coordinator to make edits to Student Demographic information**

Student ID \*

First Name \*

Last Name \*



## NOTE:

- TAs must Review Only
- State Test Coordinator Staff can make changes only

# Student Learner Characteristics Inventory (LCI)

<a href="#">Demographics</a>	<a href="#">LCI</a>	<a href="#">Accommodations: Before Test</a>	<a href="#">SRC</a>	<a href="#">Accommodations: After Test</a>
------------------------------	---------------------	---	---------------------	--

Save Cancel

Student's Primary IDEA Disability  
Deaf-blindness

Is your student's primary language a language other than English?  
☐ No  
☒ Yes

Primary Language \*  
English

Classroom Setting  
☐ Special school.  
☒ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) but return to their special education class for most of school day.  
☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some general education academic classes (reading, math, science) in addition to specials) but are in general education classes less than 40% of the school day).  
☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes 40% or more of the school day.  
☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education services are primarily delivered in the general education classes) – at least 80% of the school day is spent in general education classes.



**NOTE:** All fields are required. A radio button or dropdown menu is available to provide your response.

# MSAA – Communication toolkit

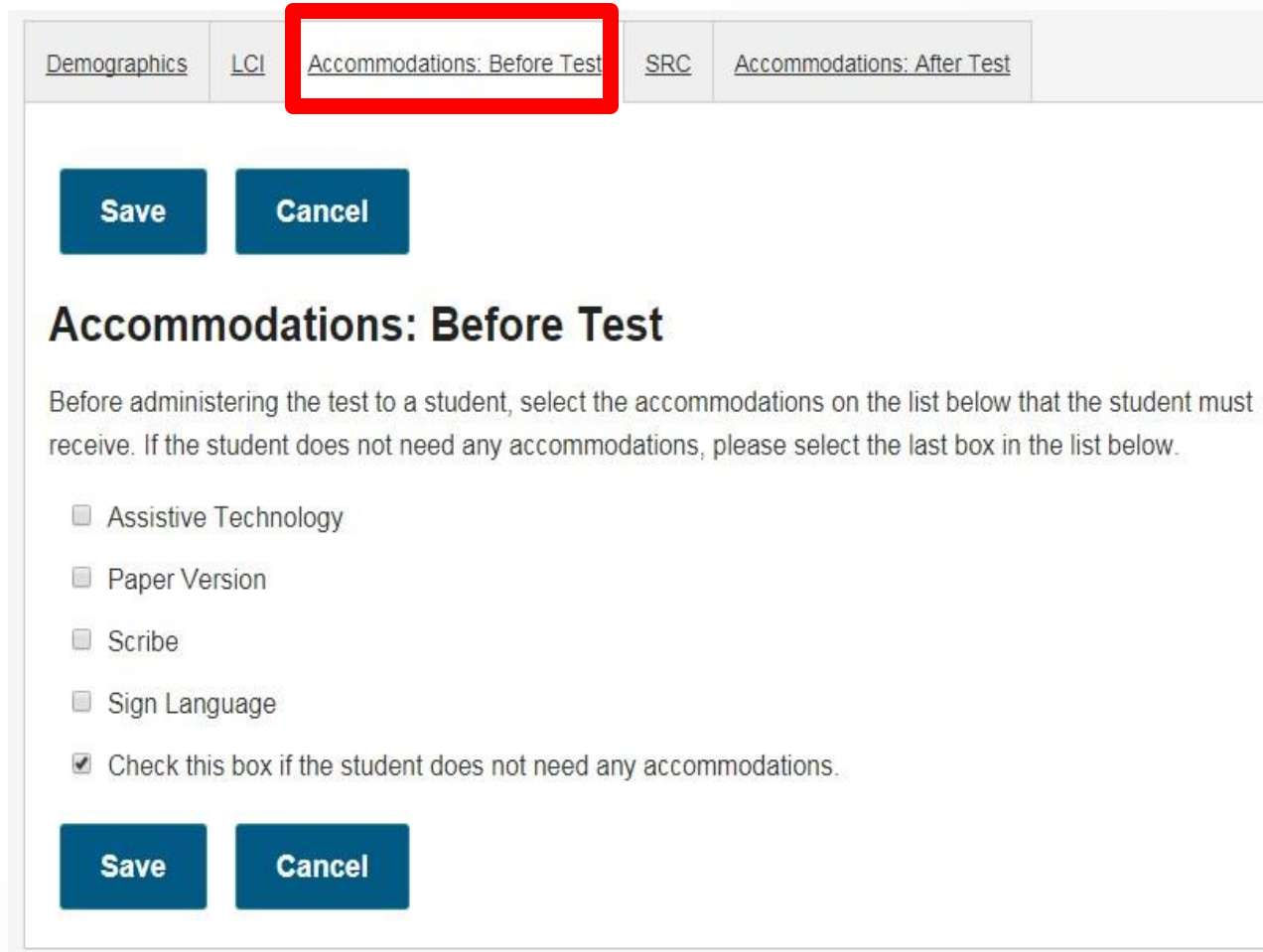
- This will assist in providing LCI information.
- NCSC created a “Communication Tool kit” found on this website-  
[https://wiki.ncscpartners.org/index.php/Main\\_Page](https://wiki.ncscpartners.org/index.php/Main_Page)
- Provides strategies to work with students who need a communication system



# Accommodations: Before Test

**REQUIRED!!!!**

Check all  
boxes that  
apply



Demographics LCI **Accommodations: Before Test** SRC Accommodations: After Test

**Save** **Cancel**

## Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☒ Check this box if the student does not need any accommodations.

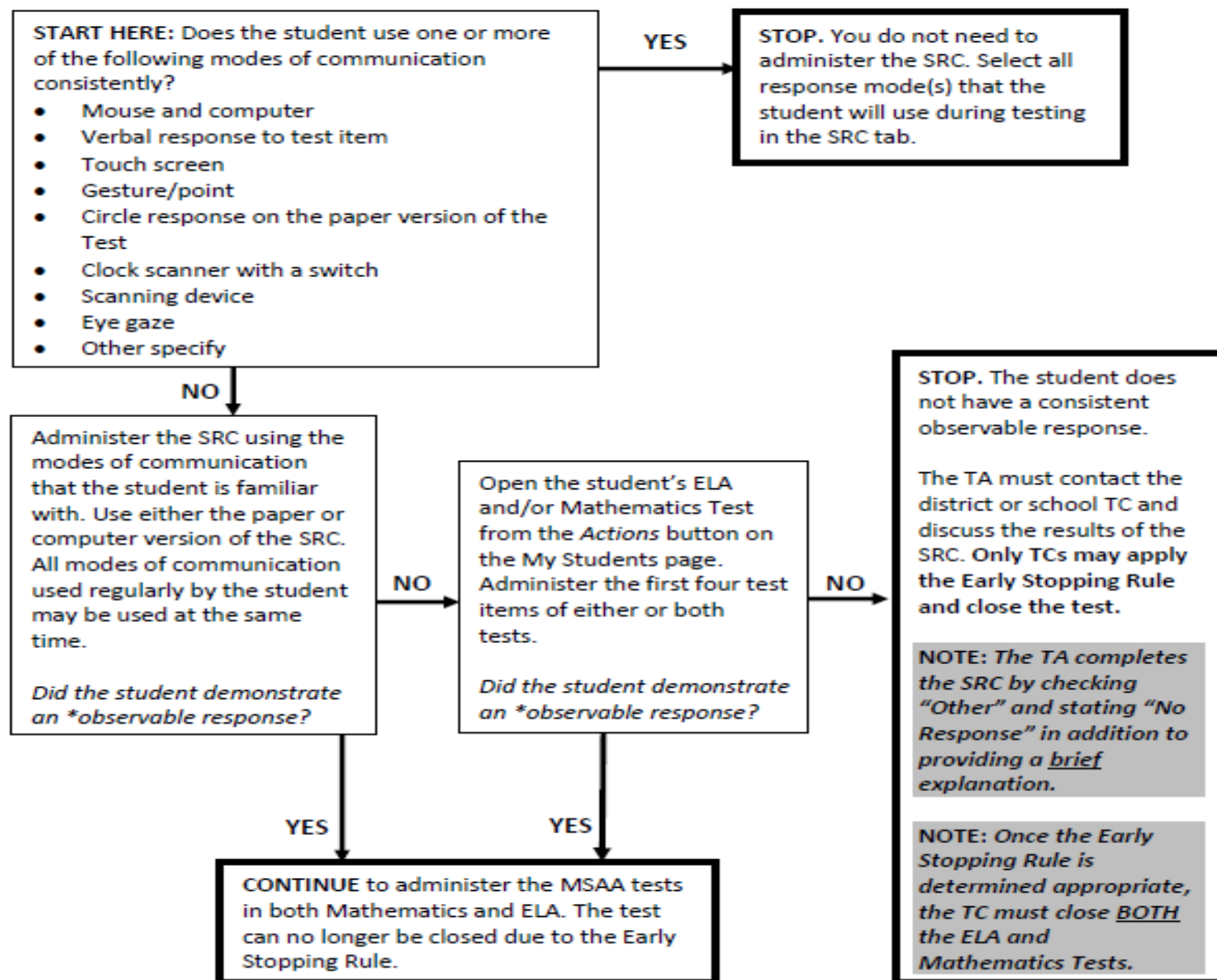
**Save** **Cancel**



# Practical Practices



- How to prepare for the demographics, LCI, and accommodation data entry?

**Figure 8: The Student Response Check (SRC) Flowchart: When to Apply the Early Stopping Rule**

# Student Response Check (SRC)



- Observe the student responding to the task using each mode or response, as appropriate
  - If student uses a mode of response, check this mode on the SRC

**NOTE:** The use of hand-over-hand or any physical prompt is not considered an observable response because the student is not indicating his/her answer choice in an independent way.

# Student Response Check

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

**Save** **Cancel**

## Student Response Check to Observe Student Response Mode

Please see pages 30-32 in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary. Students do not need to use the same response mode for every item.

*Note: The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.*

The TA will not conduct an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the MSAA System with confidence. If so, skip down to the list of communication modes below and indicate how the student will respond to the test items. Then proceed to administering the Test.

The TA will conduct an SRC if the TA is uncertain that the student has a consistent mode of communication and that the student's response to a test item may not be observable by the TA so that the TA may enter a student's response in the MSAA System with confidence. There are two ways that the TA can conduct the Student Response Check: (1) using the computer, or (2) using a paper version. Select Start Computer Student Response Check button to start the computer-based version, or select Paper and Pencil Student Response Check to download and print the PDF version.

**Start Computer Student Response Check** **Paper & Pencil Student Response Check**

Indicate below the students' communication modes; the way in which the student will respond to the test items. More than 1 communication mode may be indicated.

- ☐ Student uses mouse and the computer
- ☐ Student will provide a verbal response to the test item
- ☐ Student will use a touch screen or gestures/pointing to select the item
- ☐ Student circles the correct response on the paper/pencil version of the test
- ☐ Student will use a clock scanner with a switch
- ☐ Student will use a scanning device
- ☐ Student uses his/her name
- ☐ Other, please specify

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close **BOTH** the ELA and Mathematics Tests.*

***NEW in 2018** - The TA completes the SRC by checking "Other". "No Response" must be added to the text box in addition to providing a brief explanation for any student who does not have a consistent observable response.*

# Student Response Check

- Use the SRC chart on your table –
  - Go through the process
  - Does your student require a response check?





Time to give the assessment

# **MSAA PLATFORM**



# Ready to Begin!

- ✓ You have verified that you have all of the right technology necessary for testing.
- ✓ All students have gone through some practice items.
- ✓ You have finished the training modules.
- ✓ You have completed and passed the Final Quiz with at least an 80% accuracy score.
- ✓ You have completed the Student Profile:
  - ❖ **Student Demographics, LCI, Accommodations before Test and the Student Response Check.**
- ✓ You have down loaded all the Directions for Test Administration (DTA)



# Access Directions for Test Administration

Actions ▼

[Go to Student Profile](#)

[Start Test](#)

[Open Test in PDF](#)

[Directions for Test Administration](#)

## Confirm Student

Please confirm the Student Name and Test Name, and select the session(s) you would like to download the DTA for. Then, click "Download DTA"

Student name

test1 student1 (101011)

Test name

OP Math Gr06

Select test session

☐ Session\_1 ☐ Session\_2A ☐ Session\_2B ☐ Session\_2C

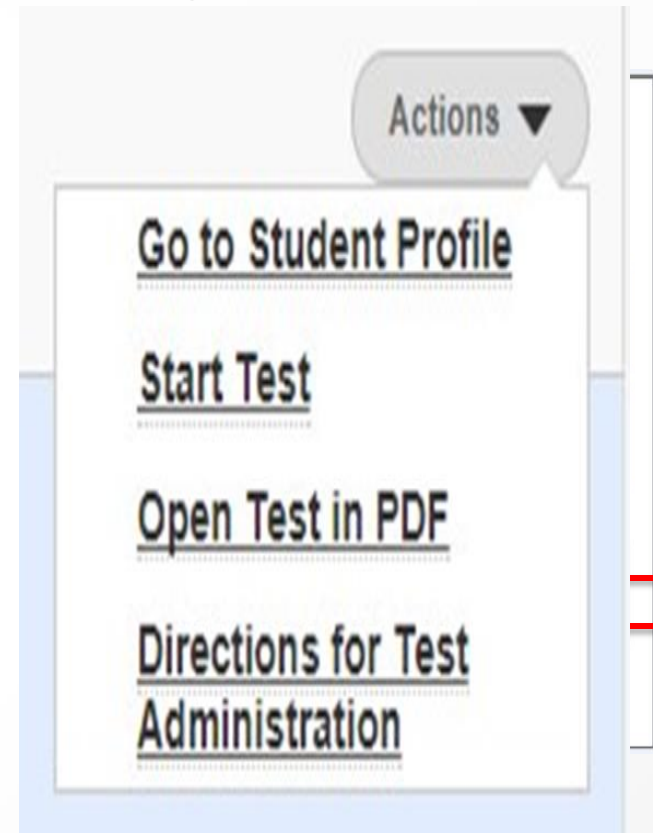
Go Back

Download DTA

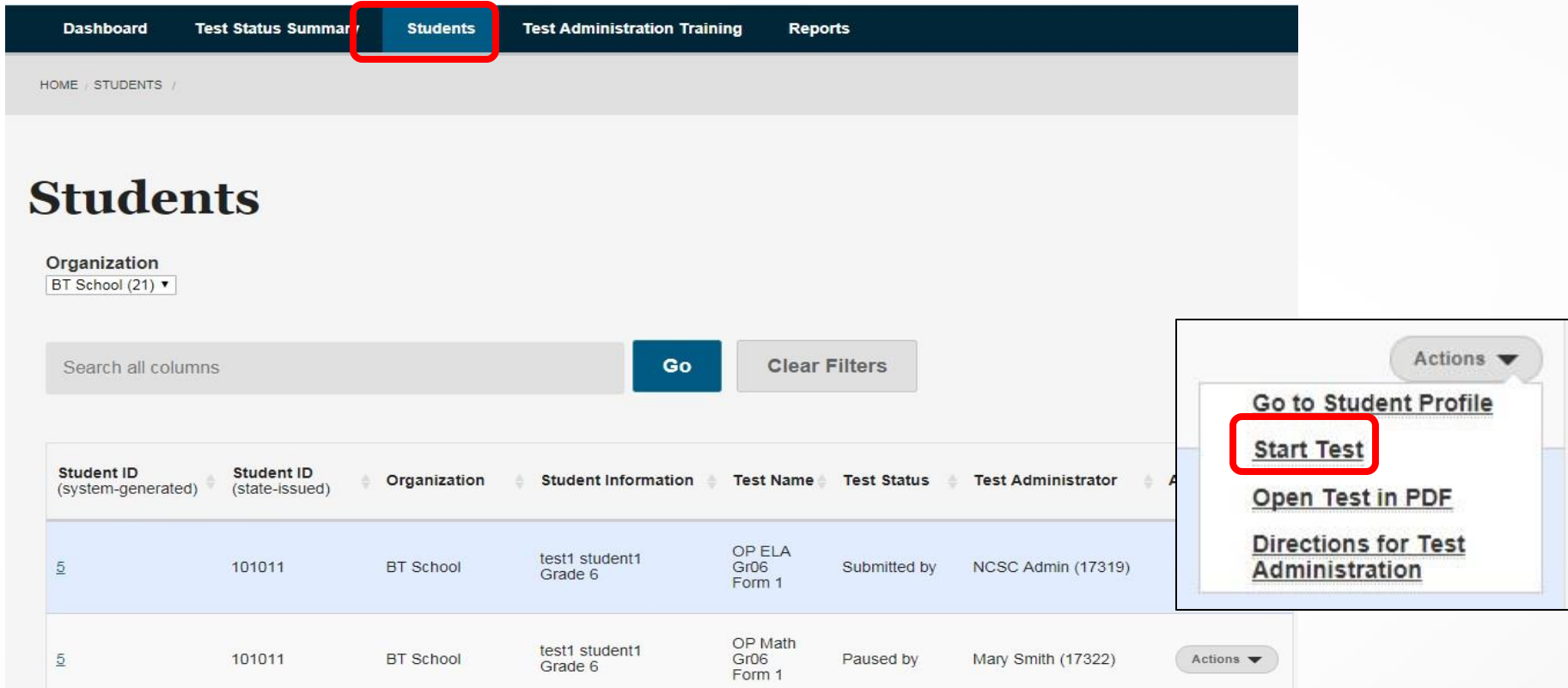
Adobe Reader is needed to print directions.

- Session Printing
  - DTAs and paper tests are printed by test session
  - Session 1 of the DTA contains all “front matter”, cutouts, manipulatives, templates, and reference sheets for both Session 1 and Session 2.
  - Cut outs and reference sheets are printed 1 per student. Specific pages can be printed individually for additional students.

- Paper Accommodation - Confirmation
  - All paper tests must be confirmed as an approved accommodation for students **prior** to being able to download the PDF.
  - Under the **Actions** menu found on the **Students** page, when the option to **Open Test in PDF** is selected, there will be a prompt “I confirm that the paper test is an approved accommodation for this student”.
  - Once this box is marked, the **Download Paper Test** box becomes available.



# Start and Navigate a Test



Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

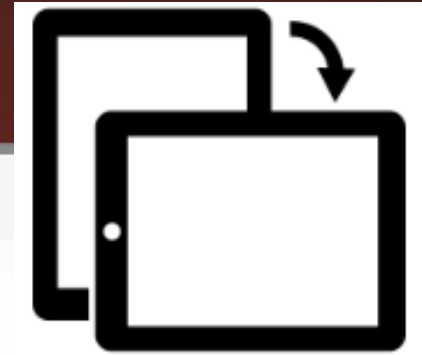
## Students

Organization  
BT School (21) ▼

Search all columns **Go** Clear Filters

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	
<a href="#">5</a>	101011	BT School	test1 student1 Grade 6	OP ELA Gr06 Form 1	Submitted by	NCSC Admin (17319)	<b>Actions</b> ▼ <ul style="list-style-type: none"><li>Go to Student Profile</li><li><b>Start Test</b></li><li>Open Test in PDF</li><li>Directions for Test Administration</li></ul>
<a href="#">5</a>	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	<b>Actions</b> ▼

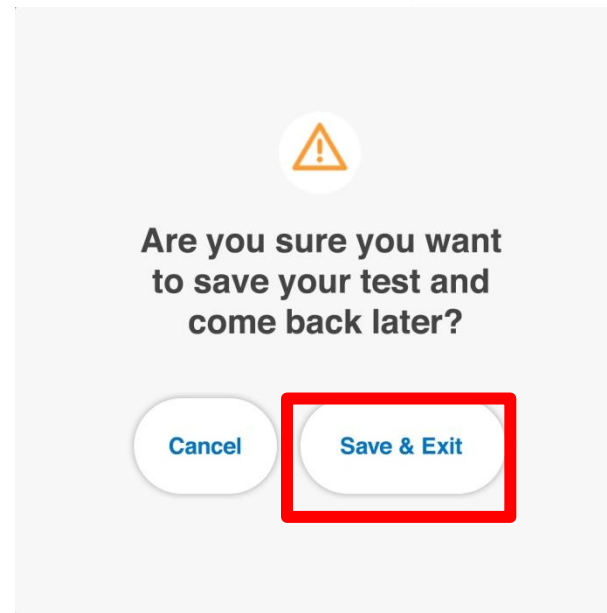
**Only 1 test may be open at a time. Always pause and save a student's test when taking a break.**



# New Horizontal Display

- There are a small percentage of items that are displayed horizontally.
- These items are identified in the DTA and at the item level in the DTA.
- When using an iPad, the student/TA will need rotate the iPad to a horizontal/landscape presentation to view the answer options

# Save & Exit



# End of Session



**You have reached the end of  
your session**

SESSION 1

**10/25** Answered

**New**

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)



**Are You Sure?**

You will not be able to come back to the current session once you move on to the next one.

[Cancel](#)

[Finish Session](#)

# Submit



**You have reached the end of  
your session**

---

**SESSION 1**

**10/25** Answered

---

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)



# Close a Test

A student's test may be closed **ONLY** if the criteria for the Early Stopping Rule is met:

- If the student did not display an observable response during the SRC, AND the TA administered the first four test items in either mathematics or reading AND the student's response was not observable to any of the first four test items.
- *The TA completes the SRC by checking "Other", state "No Response" and provides a brief explanation in the text box, and consults with the TC.*
- *The TC must close BOTH the ELA and Mathematics Tests.*

**NOTE:** Test Closure is only available to TCs.  
If a student withdrew or is no longer eligible,  
the TA must also contact the TC.





ELA portion

# WRITING SECTION

# Overview of the Writing Prompt

- Standardized scripted series of steps
- Students use their primary mode of communication to construct a writing product
- Support materials are provided, such as sentence starters, response cards, vocabulary lists, and graphic organizers
- Two tiers



# Writing Prompt

- The writing prompt DTAs provide steps to guide students through the writing processes using stimulus materials:
  - Topic selection
  - Choosing characters/supporting details
  - Drafting with a graphic organizer
  - Revising
  - Editing
  - Producing final story or essay



# Writing Prompt Considerations

- **Annotate** If the student's writing sample includes inventive spelling, hard-to-read penmanship, or use of symbols, please annotate. Refer to Appendix A for more details on annotation.
- **What needs to be uploaded to the MSAA System?** Only the final "Response Template" needs to be uploaded. Do not include: idea cards, drafts, pictures of communication boards/devices, student selections from pictures, etc. If your student uses a communication board/device, please upload only a picture of the final writing product produced with the device. Do not upload pictures of students.
- **Where can I find more information about uploading writing evidence?** Refer to *MSAA System User Guide for Test Administrators* for specific directions regarding how and when to capture and upload writing evidence.



# Writing Evidence – Online Response

- Students may type their response into the online test administration platform
- OR
- A teacher may transcribe the response from the writing template into the online platform
  - Requires Scribe accommodation



# Writing Evidence – Uploaded Response

- Students who complete the template on paper **must** have image(s) of the student response template uploaded via webcam or scanner.
- Responses must be annotated by teacher so that it can be understood by reader/scorer.
- Any uploaded images of stimulus materials, other than the student response template, will be disregarded for scoring purposes.

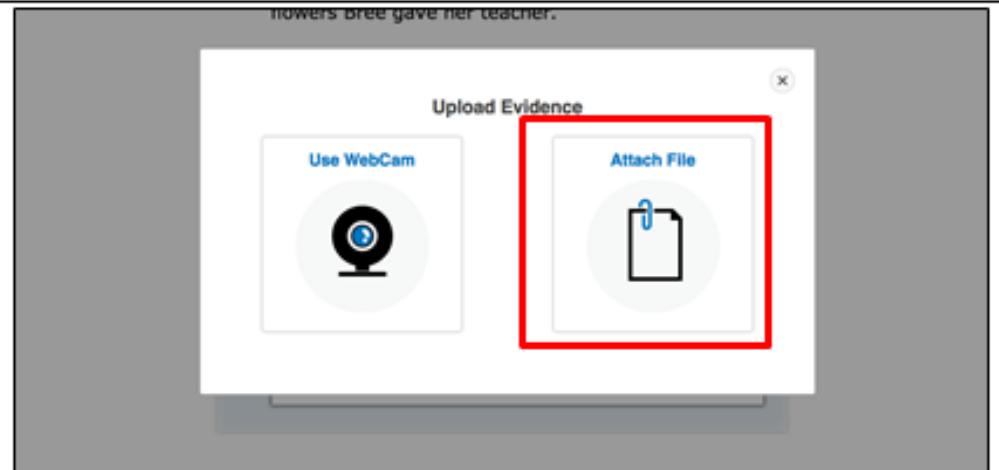
# Capture Evidence

When you are administering the writing items, the **Upload Evidence** button will become available.

Click on this button to begin the evidence upload process.

A pop-up window provides you with two options to capture evidence.

Select the **Attach File** button for scanned documents.





# Accept

If the image is acceptable:

- Enter a description for the captured image in the Description box.
- Click the **Attach Image** button.

Description

Retake

Attach Image

A confirmation message appears in the bottom of the page.

Take Snapshot



The evidence selected has been successfully uploaded.

Click the X in the top right corner of the screen to close webcam display.



# Thoughts



- What questions do you still have regarding administration of the MSAA?
- Group discussion



# **AFTER TESTING IS COMPLETE**

# After Testing: Required Tasks

Test Administrators must complete the After Test Accommodations information into the MSAA System for ***each student***.

Test Administrators must enter the End of Test Survey into the MSAA System after testing ***all students***.



**NOTE:** Following the administration, the TA will record in the Accommodations: After Test tab the Accommodations their student actually used during the Test; not the Accommodations that were made available to the student.

# Accommodations: After Test

[Demographics](#)[LCI](#)[Accommodations: Before Test](#)[SRC](#)[Accommodations: After Test](#)**Save****Cancel**

## Accommodations: After Test

Please select the accommodation/s that the student actually used during the Test. If the student did not use any accommodations, select the last box.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☐ Check this box if the student did not need any accommodations.



# End of Test Survey

- Each TA completes only ONE End of Test Survey
- The Survey responses provide additional information about:
  - How the Test functions for students with unique and varying needs
  - Student engagement with the Test
  - The opportunity to learn the content represented by the State Content Standards

# End of Test Survey

Dashboard   Test Status Summary <b>Students</b> Test Administration Training   Reports							
HOME / STUDENTS /							
<h2>Students</h2>							
Organization BT School (21) ▾							
Search all columns <b>Go</b> Clear Filters							
Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
<u>5</u>	101011	BT School	test1 student1 Grade 6	OPELA Gr06 Form 1	Submitted by	NCSC Admin (17319)	Actions ▾
<u>5</u>	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	Actions ▾

Actions ▾

[Go to Student Profile](#)

[Go to survey](#)



# OTHER SUPPORTS



# Alternate Assessment Website

- <http://doe.sd.gov/assessment/alternate.aspx>

ELA and Math Alternate Assessment (MSAA)	
Accessing MSAA Student Report	Enrollment Template
MSAA ORG ID List	Medical Exemption Form
Test Administration Manual	MSAA Parent Letter
Users Form	Test Security Agreement
MSAA 2017 Guide for Score Report	MSAA Sample Items

## Science Alternate Assessment

"The SDSA-Alt is available for students who have a significant cognitive disability. These students are working with the Core Content Connectors and their IEP's indicate alternate assessment for statewide testing (see Guidance for IEP Teams on Participation on the Alternate Assessment)."

### Science Standards with Core Content Connectors

Students in grades 5, 8, and 11 will be tested over the South Dakota Science standards adopted in May, 2015. The standards tested will be grade spans from grades 3-5, 6-8, and high school.

More information on 2018 Science Assessment and Alternate Assessment will become available as soon as it is ready.

2017 Testing
Parent Letter
SDSA-Alt Test Coordinator Handbook
2016-2017 SDSA-Alt Directions for Administering
2016-2017 SDSA Alt FAQ
2016-2017 SDSA-Alt Data Collection Form
2016-2017 SDSA-Alt Score Resolution Form
2016-2017 SDSA-Alt Supporting Evidence Rubric

- **Best Practice Videos**

Video #	Video Titles
Video 1	How to Administer Items
Video 2	How to Administer the SRC and Implement the ESR
Video 3	How to Administer a Level 2 Writing Prompt
Video 4	How to Administer a Level 3 Writing Prompt

# Specific Policies

- Significant testing issues contact state testing coordinator
- Security agreements: Review with district testing coordinator
- Shredding materials after assessment
- No cell phones during testing

# Communication Tool Kit



NCSC WIKI

## Navigation

[Main page](#)  
[Current events](#)  
[Recent changes](#)  
[Random page](#)  
[Help](#)  
[All Resources](#)  
[Glossary](#)  
[Terms of Use](#)

## Toolbox

[What links here](#)  
[Related changes](#)  
[Special pages](#)  
[Printable version](#)  
[Permanent link](#)

 [Log in](#)

Page [Discussion](#)

Read

[View source](#)

[View history](#)

## Terms of Use

**To view the Communication Tool Kit you must agree to the terms below.**

Welcome to the NCSC Communication Tool Kit. This series of modules was developed solely for use in the professional development of teachers and speech language pathologists. We would like to thank the teachers and families of students for granting permission to use instructional video clips for professional development purposes. As such, the video clips remain integrated into the modules and access is monitored.

First Name:

Last Name:

Email:

What is:  $2 + 3 =$

Information collected in the video disclaimer agreement will be used for security only. This information will not be shared or used for any other purpose.

This page was last modified on 25 August 2015, at 14:55.

[https://wiki.ncscpartners.org/index.php/Terms\\_of\\_Use](https://wiki.ncscpartners.org/index.php/Terms_of_Use)

# MSAA Service Center

- The Service Center for the MSAA is available  
**6:00 am – 7:00 pm CST (Monday–Friday)**  
to TAs and TCs to answer questions about (1) the MSAA System and (2) test administration procedures.
- Please be prepared to provide as much detail as possible.
- Include the following:
  - Your contact information (name; state, district, and school; phone, e-mail)
  - Student name, if applicable
  - Any error messages that appeared
  - Operating system and browser information
  - Information about network configuration

# MSAA Service Center

## MSAA Service Center Contact Information

**Phone**

(866) 834-8879

**Email**

[MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

**8 a.m.– 8 p.m. ET**  
**Monday – Friday**



# FYI: Observations by DOE

- Observation Checklist
  - Secure administration protocol
  - Use of DTAs
  - What may have caused barriers
  - Use of accommodations
  - Secure storage of testing materials



# Sharing

- Write three things you just learned.
- Circle the one you plan to do first.
- On a sticky note, write a “WOW”—something you learned that was important to you.
- On another sticky note, write a “HOW ABOUT” or Practical Tip to share.





# **South Dakota Science Assessment**

Alternate Assessment  
SDSA-Alt

# SDSA-Alt

- Science Core  
Content Connectors
- Rating form
  - Rater 1 and 2
- Submission of  
Evidence
- Resolution
- Submit

**See the South Dakota Science Alternate Assessment  
2018 Presentation**